

St. Lawrence University

Confidential

Performance Record

For _____
(Name)

Division/Department	Location
Title	
Reporting Period	Today's Date
Employment Date	Reviewer's Name

Performance Evaluation

Guidelines:

Staff evaluation and development requires a supervisor’s objectivity and all around willingness to discuss programs, plans, and attitudes openly and positively. This confidential, handwritten report should be the basis for a meaningful, two-way discussion. The ensuing performance discussion will be most successful when this report is thoughtfully and accurately completed. Where narrative is included quantitative data and specific examples are helpful whenever possible. Feel free to attach additional sheets, job descriptions, proposed revisions, or other information. Precede verbal comments with the corresponding number from the Rating Guide.

Rating Guide:

- 1 = Distinguished – Conspicuously meritorious performance. Consistently exceeds all requirements and expectations.
 - 2 = Superior – Generally exceeds requirements and expectations with a minimum of guidance. Well above average performance.
 - 3 = Competent – Responsibilities met in a wholly satisfactory manner. Normal guidance and supervision are required.
 - 4 = Marginal- Improvement needed in some key job areas. Considerable guidance and supervision are required.
 - 5 = Unsatisfactory – Major shortcomings in performance. Will require reassignment or separation if plans for progress are unsuccessful.
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Amount of work accomplished _____

Dependability
(consistently counted on to
get the job done) _____

Interpersonal Relationships
(effectiveness on the job
dealing with people at all levels) _____

Performance Evaluation

Initiative – Self-Starter
(seeks ways to complete
assignments with minimum
guidance)

Knowledge of Job
(consider relationship
to length of time in assignment)

Problem Solving Skills

Organization/Time Management

Punctuality
Attendance

Quality of Work

Support of HR mission

Performance Evaluation

Support of SLU Mission

Goal Analysis: Previously set goals that have been met. Specify whether personal or departmental goals.

Goals yet to be achieved. (establish calendar quarterly timetable)

Goals for next performance period: – specify needs, development activities, and timetables)

Performance Evaluation

Overall Performance Rating (general summary of performance and accomplishments)

Reviewer's signature

Date

Employee review and comments

This performance review has been reviewed with me: _____

Employee signature

Date

Remarks: _____
